

# Volunteer Opportunity

POSITION TITLE	Teen Volunteer Summer Squad
SUPERVISOR	CHILDREN'S LIBRARIAN
LOCATION OF POSITION	LOUISVILLE PUBLIC LIBRARY
<b>Job Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Register children for the Summer Reading Program, which includes computer data entry.</li> <li>▪ Give children their prizes for reaching the different levels in the program.</li> <li>▪ Assist with program preparation, setup, decorating, cleanup, and other tasks as necessary.</li> <li>▪ Roving department assistant, which can include helping patrons with self-checkout and straightening book shelves and bins.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Attention to detail and ability to complete assigned tasks; ability to interact with children and caregivers.</li> <li>▪ Basic computer skills, such as keyboarding and comfort with using a simple online database to track registrants and prizes given (training will be provided).</li> <li>▪ Must be at least 13 years old.</li> </ul>
<b>Job Summary:</b>	<ul style="list-style-type: none"> <li>▪ Assist Library staff with the Children's Summer Reading program.</li> </ul>
<b>Material &amp; Equipment Used:</b>	<ul style="list-style-type: none"> <li>▪ Personal computer, printer, copy machine.</li> <li>▪ Book cart.</li> <li>▪ Household cleaning supplies for light duty tasks, such as wiping down book covers</li> </ul>
<b>Work Environment &amp; Physical Activities:</b>	<ul style="list-style-type: none"> <li>▪ Casual, friendly atmosphere</li> <li>▪ Bending, stretching, kneeling, carrying, and lifting will be necessary.</li> </ul>
<b>Training Provided:</b>	<ul style="list-style-type: none"> <li>▪ Orientation meeting</li> <li>▪ Ongoing training support, as needed</li> </ul>
<b>Minimum Time Commitment:</b>	<ul style="list-style-type: none"> <li>▪ 2 hours per week from June 1 through July 31</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Social interaction with other volunteers, library staff, and patrons.</li> <li>▪ Encouraging literacy in children and watching them reach their reading goals.</li> <li>▪ A great way to earn community service hours for school, National Honor Society, etc.</li> <li>▪ Being part of a team at one of the top libraries in Colorado.</li> </ul>

If you are interested, please complete a [City of Louisville Volunteer Application](#). These are available at information desks in the Library and on the Web site. You may return it to the Library in person, by mail, fax, or scan/email. Once your application is received, the supervisor will contact you to discuss the position and your qualifications and availability.